

Step by Step Instruction: How to Submit Site and Sponsor Applications in CNP Web

Professional Standards Learning Code 3310
Length: 30 minutes



Released March 2016

"How to Submit a Site/Sponsor Application using CNP Web" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

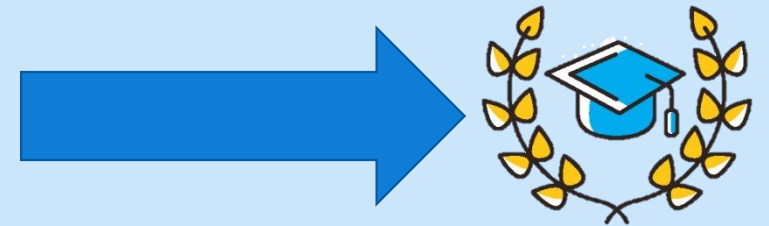
Objectives

This training will:

- Explain how CNP Web works;
- How to log into CNP Web to access the Site and Sponsor applications;
- Provide instructions on how to submit your organization's Site and Sponsor applications in CNP Web; and,
- Review "Checklist Items".

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



How to Submit Site and Sponsor Applications in CNPWeb

The Step by Step Instruction will review:

Introduction	Slides 5-12
How CNPWeb works	Slides 13-17
Logging into CNPWeb	Slides 18-24
Submitting Site and Sponsor Applications	Slides 25-38
Checklist Items	Slide 39-42

Introduction

- Annually, Local Education Agencies (LEAs) must communicate with the Arizona Department of Education (ADE) if they wish to participate in the National School Lunch Program (NSLP), After School Care Snack Program (ASCSP), School Breakfast Program (SBP) and/or Special Milk Program (SMP).
- Starting June 1 of a given program year, an electronic application will be available for LEAs to submit for each site that will be participating in the upcoming program year.
- LEAs must complete these applications online in CNP Web accessed when logging into Common Logon.

Introduction

What is Common Logon?

- Common Logon is an online portal that houses web access to different reports and program applications for all ADE divisions. Throughout the program year, ADE will require LEAs to submit reports using this secure online portal.

The image displays two overlapping screenshots of the Common Logon web portal. The background screenshot shows the login page with the Arizona Department of Education logo, the title 'COMMON LOGON', and a yellow banner stating 'The gateway to secure data transactions and information'. Below the banner are input fields for 'Username:' and 'Password:', followed by a 'Continue >>' button. A list of bullet points provides additional information, including a note about session timeouts, password changes, and a link to the 'ADE Acceptable Use Policy'. The foreground screenshot shows the 'Common Logon Application Menu' with the same yellow banner. It lists six applications: 'CNP Direct Certification / Direct Verification', 'CNP Menu Certification', 'CNP Verification', 'CNPWeb', 'LEA Profile', and 'Online Registration Internal Web'. At the bottom of this menu are two buttons: 'Change Profile' and 'Logout'.

Common Logon Application Menu: List of all ADE web applications. Each web application is permissions to a different report and/or database.

Introduction

How do I gain access to Common Logon and the different web applications?

- Each LEA has Authorized Representative(s) that are listed on the ADE Food Program Permanent Service Agreement. These representatives have the ability to grant employees of their organization access to web applications in Common Logon.
- Representatives must complete and sign the [Common Logon Permissions for NSLP](#). The user will be granted a username and password and will have web access to different reports and applications as allowed by the LEA.

Common Logon Permissions for NSLP
Please scan & e-mail the completed form to ADESchoolNutrition@azed.gov
Or fax the completed form to (602) 542-1531 attention NSLP Common Logon Processor

Sponsor Name (this is the name of your district, your non-profit, your church, etc.) CTDS #

First Name (if person having permissions added to login) Last Name

Username (user if you already have a username that you use to login to the ADE Common Logon. Example: JSmith100) Work E-Mail Address:

Title Work Phone Number Ext.

Permissions Section

☐ Check here to request CNFWeb-NSLP permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here to request CNF Menu Certification permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here to request CNF Direct Certification permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here to request CNF VERIFICATION permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here if the user should be DELETED

Authorized Representative

Signature Date

Work E-Mail Address: Work Phone Number Ext.

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract, or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy, is an employee with this organization, and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE USE ONLY

Approved By: Date:

ADE: Child Nutrition Programs Representative Revised 5/8/2014

Arizona Department of Education, Health and Nutrition Services
1515 West Jefferson Street, Box 47, Phoenix, Arizona 85067 • (602) 542-8700 • www.azed.gov

Introduction

What is CNP Web?

- CNP Web is the web application that allows LEAs operating NSLP to submit their annual Site and Sponsor applications and submit claims for reimbursement.

The diagram illustrates the process of accessing the NSLP Home page. On the left, a screenshot of the 'Common Logon Application Menu' shows a list of options: 'CNP Direct Certification / Direct Verification', 'CNP Menu Certification', 'CNP Verification', 'CNPWeb' (circled in blue), 'LEA Profile', and 'Online Registration Internal Web'. Below the list are 'Change Profile' and 'Logout' buttons. A large blue arrow points from the 'CNPWeb' option to a screenshot of the 'NSLP Home' page on the right. The 'NSLP Home' page features the Arizona Department of Education logo and 'Child Nutrition Program' header. It includes navigation tabs for 'Applications', 'Claims', and 'CNP Overview'. The main content area displays 'NSLP Home', 'You are in NSLP Home', and a red message: 'Check the following links frequently for new announcements and important program information regarding NSLP:'. Below this is a link: 'Click Here for a list of NSLP Memos' with a star icon. Further down, it lists the 'NSLP Program Specialist' as Jessica Gibbs, with email 'jessica.gibbs@azed.gov' and phone '(602) 542-4815'. The 'Sponsor Status' section is partially visible at the bottom.

The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ CNP Direct Certification / Direct Verification
- ◆ CNP Menu Certification
- ◆ CNP Verification
- ◆ **CNPWeb**
- ◆ LEA Profile
- ◆ Online Registration Internal Web

Change Profile Logout

Arizona Department of Education
Child Nutrition Program

Applications Claims CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ★

Your NSLP Program Specialist is:

Jessica Gibbs
Email: jessica.gibbs@azed.gov
Telephone: (602) 542-4815

Sponsor Status:

Introduction

What are annual Site and Sponsor applications?

- In Arizona, locations where program meals are served are referred to as *sites*. Sites must have a shared governing body that has the legal authority to operate the School Nutrition Programs, referred to as a School Food Authority or *Sponsor*. The Sponsor assumes responsibility for the sites.
- Annually, LEAs submit *Site applications* for each site participating in NSLP as well as the sponsoring organization's application, referred to as the *Sponsor application*.

The image displays two overlapping screenshots of the Arizona Department of Education's Child Nutrition Program application portal. The top screenshot shows the 'Sponsor Application' form for Mesa Unified District (DP-02-04). The bottom screenshot shows the 'Site Application' form for Falcon Hill Elementary School (DP-02-04-144). Both forms include sections for administrative contact, physical address, mailing address, and general information.

Sponsor Application (DP-02-04)

1. Administrative Contact

First Name: [Blank]
Last Name: [Blank]
Title: [Blank]
Email Address: [Blank]
Phone: [Blank]
Fax: [Blank]

2. Physical Address

Address 1: [Blank]
Address 2: [Blank]
City: [Blank]
State: [Blank]
Zip: [Blank]

3. Mailing Address

Address 1: [Blank]
Address 2: [Blank]
City: [Blank]
State: [Blank]
Zip: [Blank]

4. General Information

Program Reporting Cycle: [Blank]
Program Ending Date: [Blank]
Priority Date of Operation: [Blank]
Classification of Site: [Blank]
Site Administration: [Blank]
Type of Food Service: [Blank]
Name of Cafeteria: [Blank]
Grades Served at Site: [Blank]

Site Application (DP-02-04-144)

1. Administrative Contact

First Name: [Blank]
Last Name: [Blank]
Title: [Blank]
Email Address: [Blank]
Phone: [Blank]
Fax: [Blank]

2. Physical Address

Address 1: [Blank]
Address 2: [Blank]
City: [Blank]
State: [Blank]
Zip: [Blank]

3. Mailing Address

Address 1: [Blank]
Address 2: [Blank]
City: [Blank]
State: [Blank]
Zip: [Blank]

4. General Information

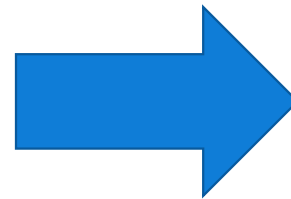
Program Reporting Cycle: [Blank]
Program Ending Date: [Blank]
Priority Date of Operation: [Blank]
Classification of Site: [Blank]
Site Administration: [Blank]
Type of Food Service: [Blank]
Name of Cafeteria: [Blank]
Grades Served at Site: [Blank]

Introduction

Why do I need to submit Site and Sponsor applications?

- In Arizona, for all site applications that have been approved by ADE, an electronic site-based claim will be available for the LEA to enter the total reimbursable meal counts (total free, reduced and paid) for each operating month.

**If the LEA does not have Site and Sponsor applications approved in CNP Web for the program year, the LEA will not be able to submit a claim for reimbursement.*



The following section will review how this works in CNP Web.

Comprehension Check

What form must you submit and send to ADE in order to have access to Common Logon?

- A. Add/Change Delete Form
- B. Request New User Form
- C. Common Logon Permissions Form for NSLP



Comprehension Check

What form must you submit and send to ADE in order to have access to Common Logon?

- A. Add/Change Delete Form
- B. Request New User Form
- C. **Common Logon Permissions Form for NSLP**

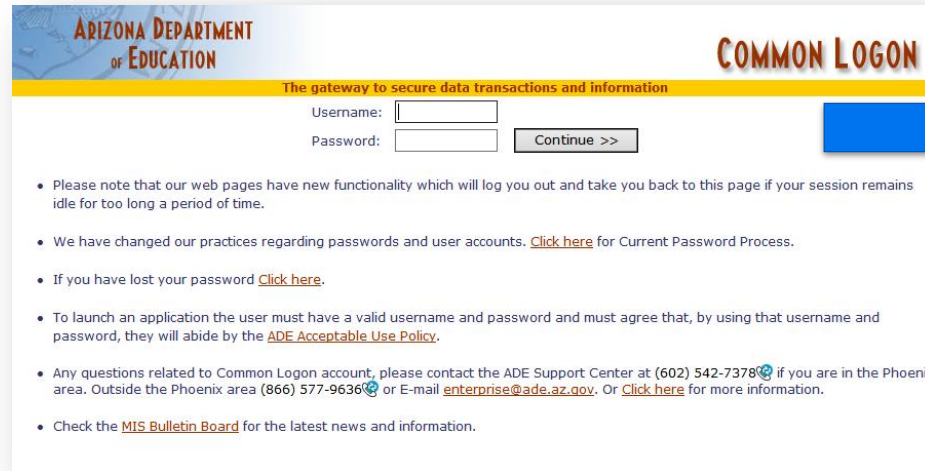
Authorized signers may complete the form Common Logon Permissions Form for NSLP and fax/email it to ADESchoolNutrition@azed.gov.



How CNP Web Works

How CNP Web Works

- At the end of each program year, ADE prepares the CNP Web system for the upcoming program year.
- Starting June 1st, the Common Logon system is ready to accept applications to participate in the NSLP in the upcoming school year.



ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area, Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



How CNP Web Works



1. Users will log into CNP Web and submit their Site(s) and Sponsor applications. The CNP Web system produces a checklist of paper documentation that Sponsors need to provide to ADE. *(Please note: not all Sponsors will have checklist items)*

2. If applicable, Sponsors review the checklist to see if any new hardcopy documents need to be submitted to ADE for the upcoming school year.

3. ADE processes the online applications. Once all applications have been approved, the Sponsor has been approved for participation in the NSLP and other Child Nutrition Programs in the upcoming program year.

4. During the school year, the approved Sponsor uses the CNP Web system to enter reimbursement claims for meals served within the NSLP and other Child Nutrition Programs. Each month ADE processes reimbursement claims for all sites.

Comprehension Check

True or False:

In order to submit a claim, you must have an approved Site and Sponsor application.

- A. True
- B. False



Comprehension Check

True or False:

In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

A. True

B. False

In Arizona, claims are only generated for approved Site and Sponsor applications.



*Hint: Look over here
during the next section
to see what step you are
on.*

Logging into CNP Web

Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. Enter your username and password
4. Click on NSLP
5. Click on CNP Web

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/>



Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. Enter your username and password
4. Click on CNP Web
5. Click on NSLP

2. Click on COMMON LOGON.

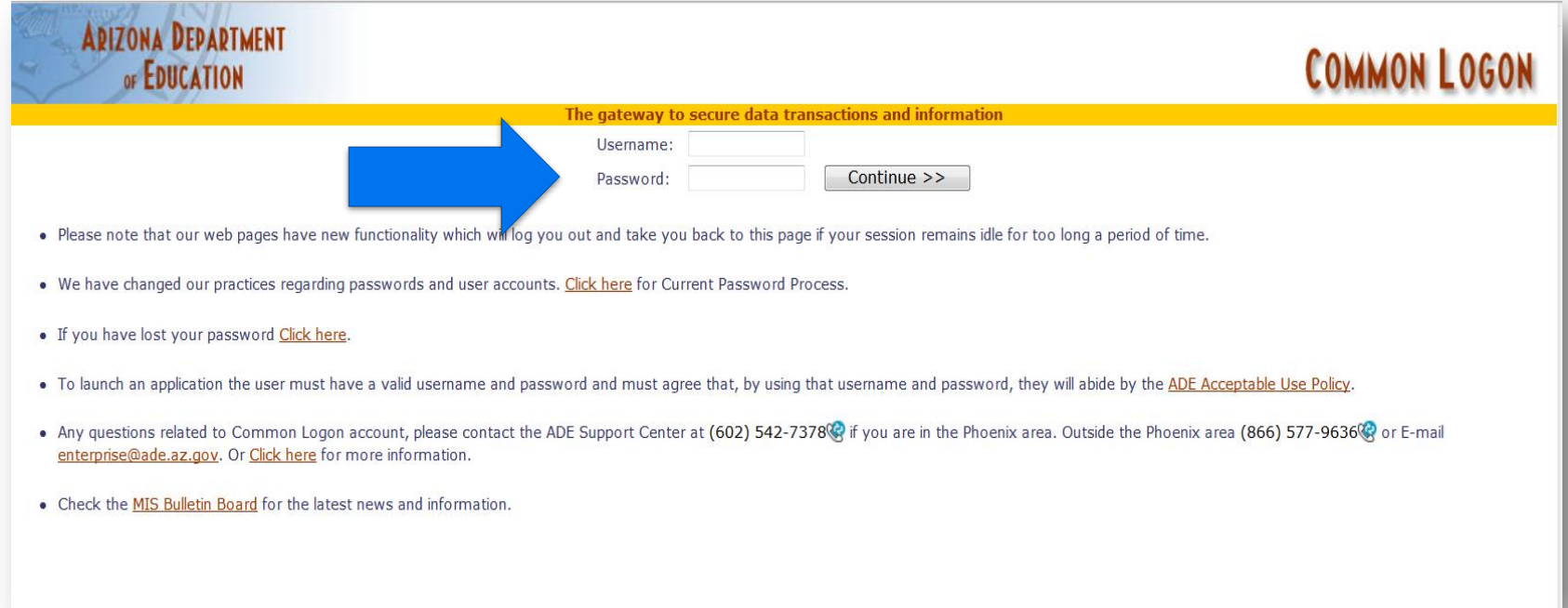
(Hint: located on the upper right corner of the webpage.)



Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
- 3. Enter your username and password**
4. Click on CNP Web
5. Click on NSLP

3. Enter your username and password.



ARIZONA DEPARTMENT OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



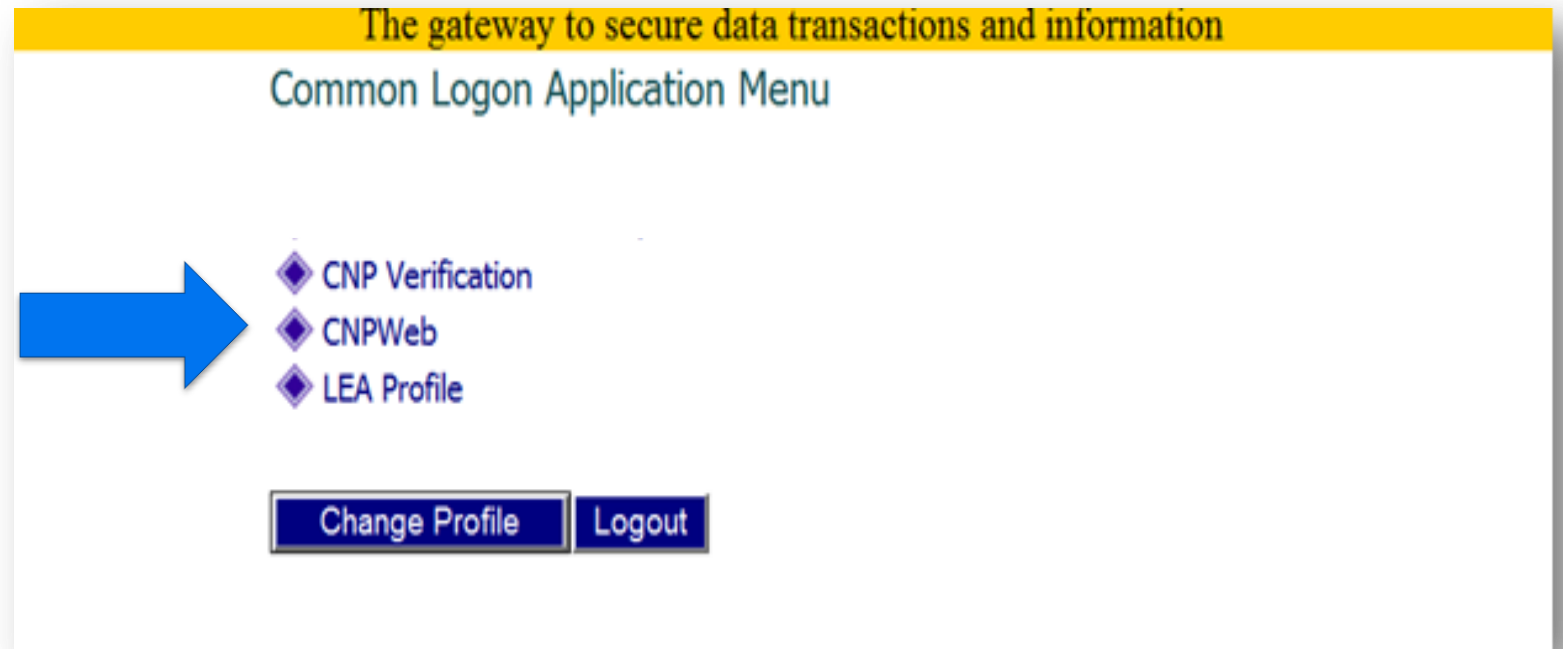
You must have a user name and password in order to access Common Logon.

Complete the [Requesting Common Logon Permissions for NSLP](#), and send to ADE. You will receive a Common Logon username and password in 7-10 days

Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. Enter your username and password
- 4. Click on CNP Web**
5. Click on NSLP

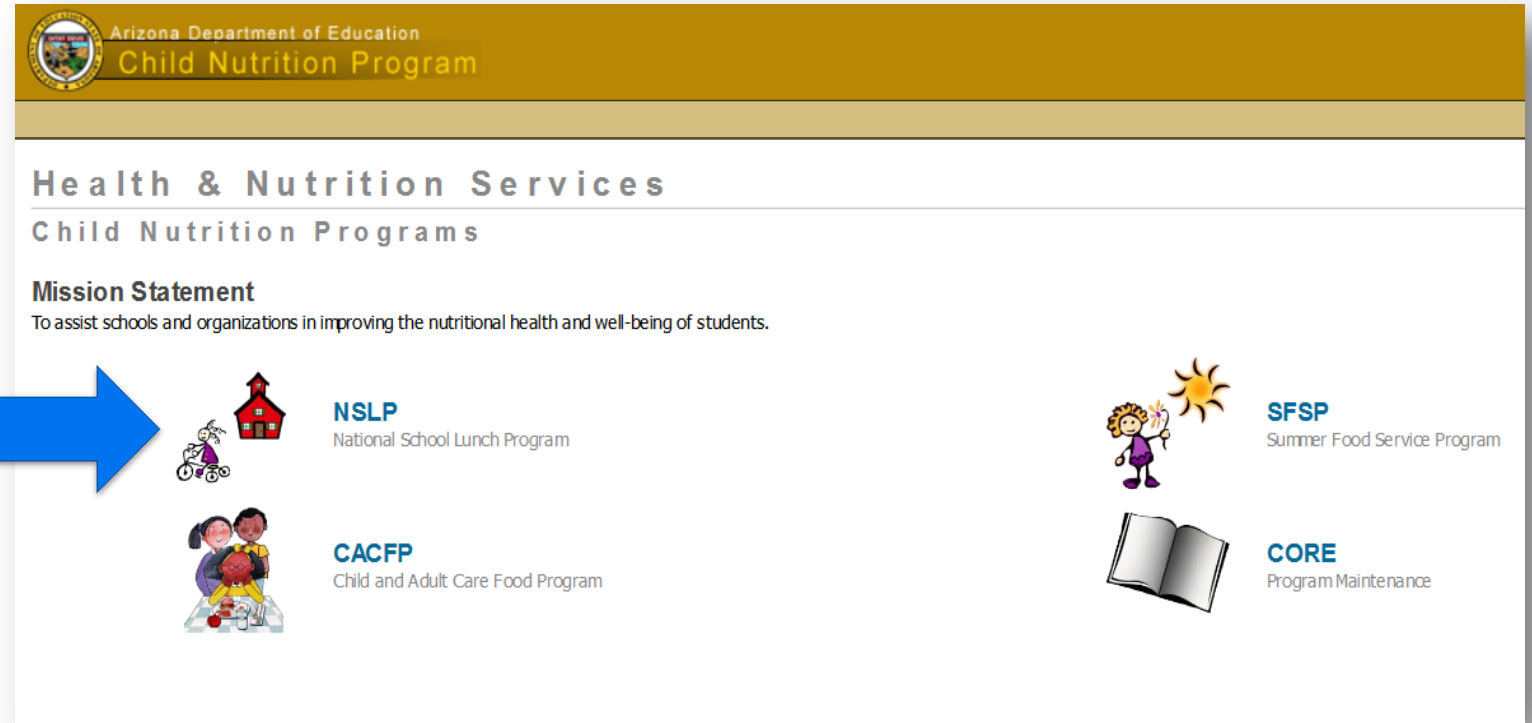
4. Click on  **CNPWeb**.



Log into CNP Web

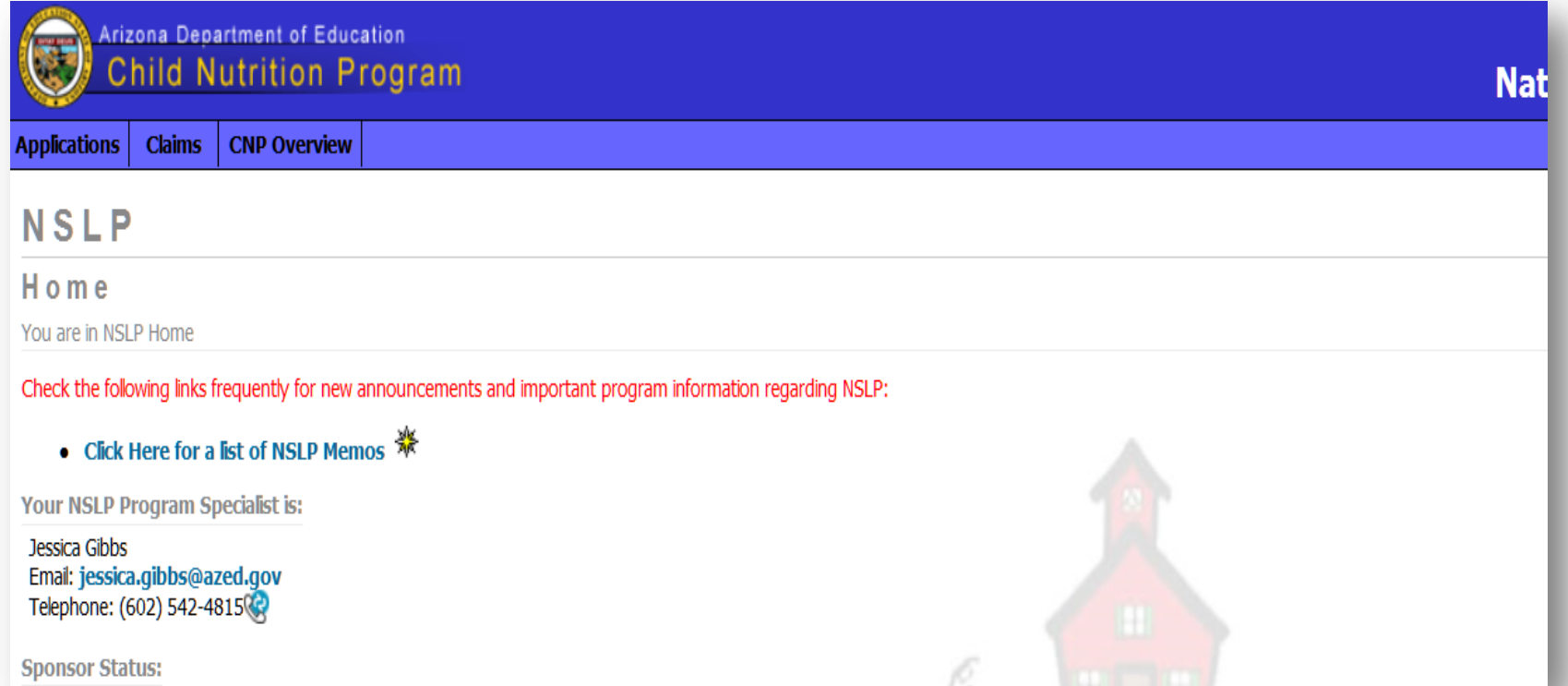
1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. Enter your username and password
4. Click on CNP Web
5. Click on NSLP

5. Click on



Success!

You have successfully logged into CNP Web.
A new webpage will load. It should look like this screen.



The screenshot displays the Arizona Department of Education's Child Nutrition Program (CNP) Web interface. The header features the state seal and the text "Arizona Department of Education" and "Child Nutrition Program". A navigation bar includes links for "Applications", "Claims", and "CNP Overview". The main content area is titled "NSLP Home" and includes a message: "You are in NSLP Home". Below this, a red text prompt asks users to check links for new announcements and important program information regarding NSLP. A bullet point links to "Click Here for a list of NSLP Memos" with a star icon. The section "Your NSLP Program Specialist is:" lists Jessica Gibbs, with her email address jessica.gibbs@azed.gov and telephone number (602) 542-4815. The "Sponsor Status:" section is partially visible at the bottom. A faint background image of a red schoolhouse is visible on the right side of the page.

Arizona Department of Education
Child Nutrition Program

Applications Claims CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ✨

Your NSLP Program Specialist is:

Jessica Gibbs
Email: jessica.gibbs@azed.gov
Telephone: (602) 542-4815

Sponsor Status:

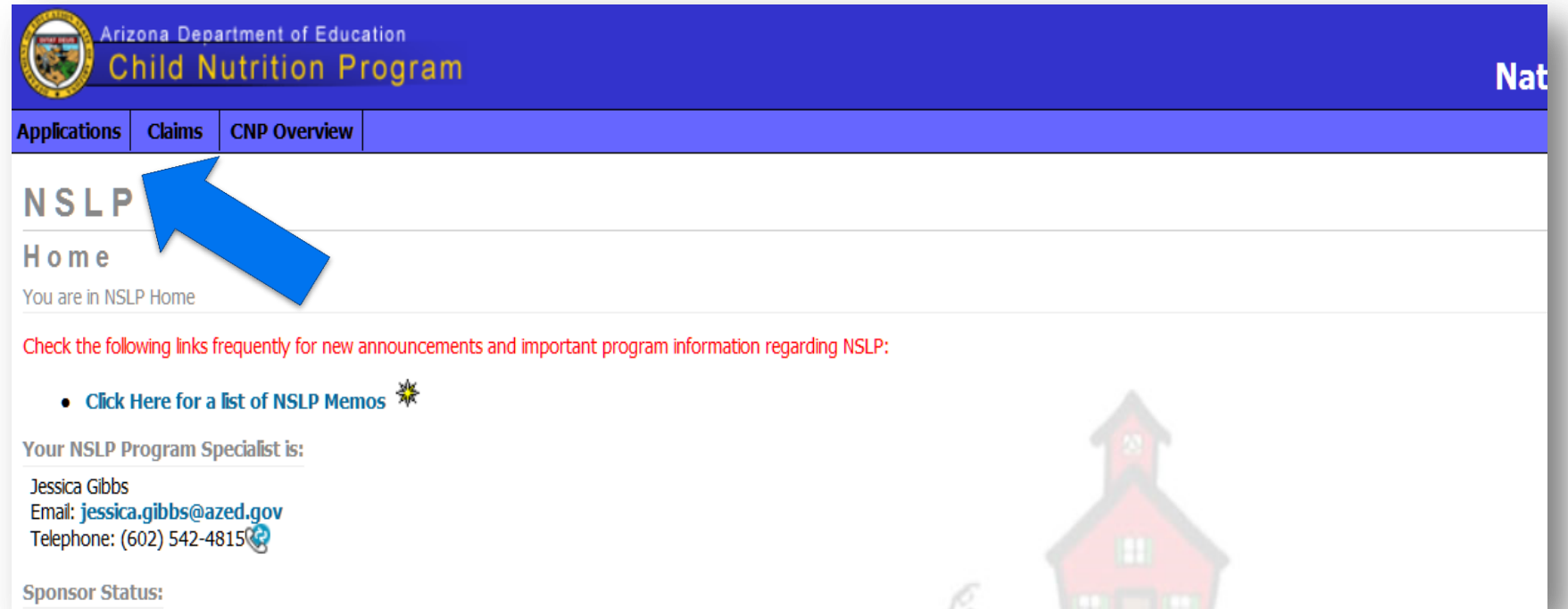
*Hint: Look over here
during the next section
to see track of what step
you are on.*

Submitting Site and Sponsor Applications

Submitting Applications


1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

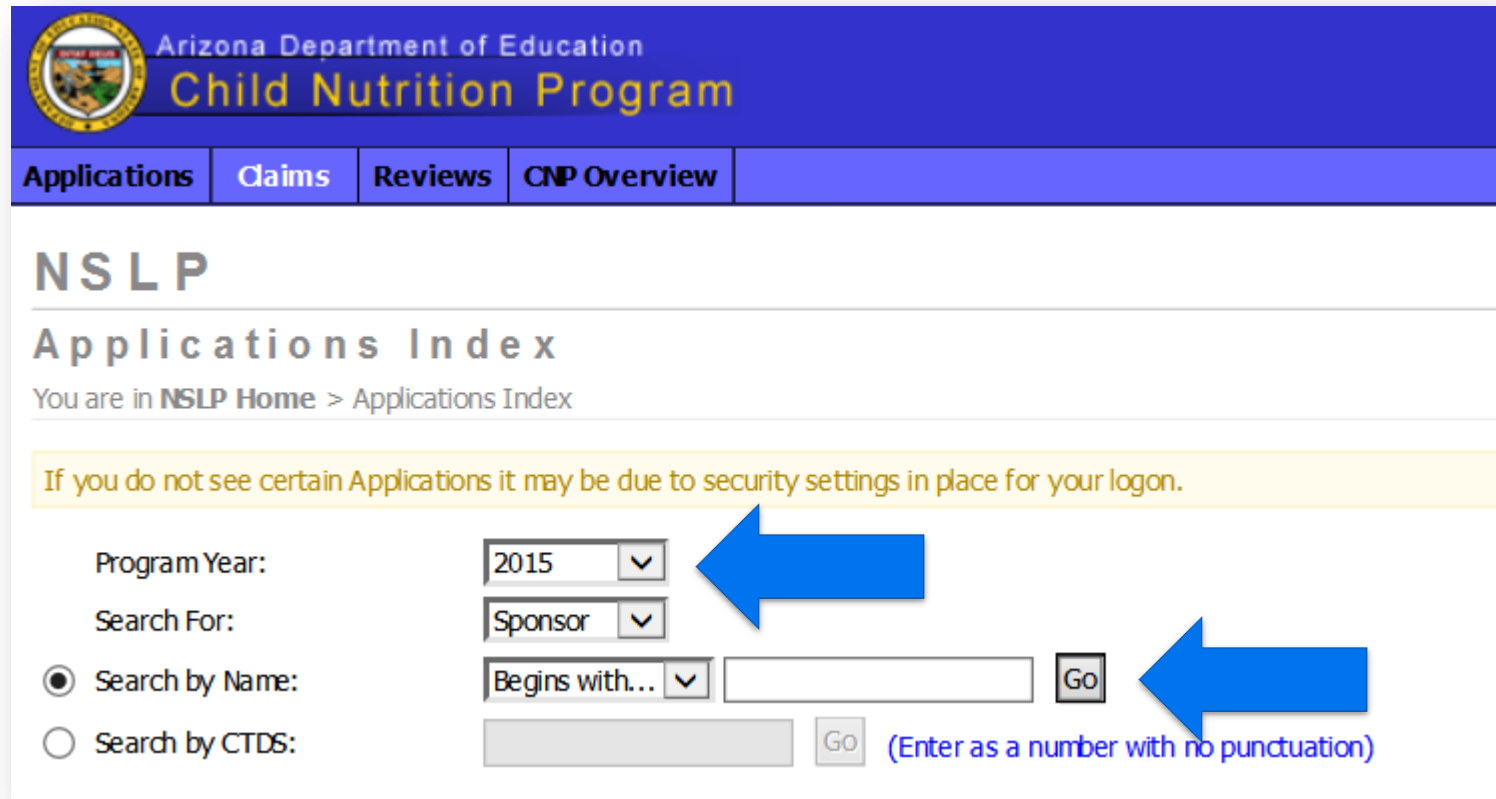
1. On the CNP Web Home Screen, click on **Applications**.



Submitting Applications

1. Click "Applications" on CNP Web Home Screen
- 2. Select Program Year**
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

2. Use the drop down to select a program year. Then click .



Arizona Department of Education
Child Nutrition Program

Applications | Claims | Reviews | CNP Overview

NSLP Applications Index

You are in **NSLP Home** > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year: 2015

Search For: Sponsor

☒ Search by Name: Begins with...

☐ Search by CTDS: (Enter as a number with no punctuation)

ADE has entered your Sponsor entity and sites into the Application Index in Common Logon. When a user signs into Common Logon, the user will have the ability to see and search for their sponsor and sites that they have access to. (The sponsor and sites listed in the Application Index are dependent on security rights that have been created for your logon.)

You now should see your Sponsor Name, Sponsor Applications and Associated Sites.

You are in **NSLP Home** > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year: 2014

Search For: Sponsor

☒ Search by Name: Begins with... st johns

☐ Search by CTDS: (Enter as a number with no punctuation)

Select from the index below to list sponsors beginning with that letter, selecting '0-9' will list any sponsors that begin with a number.


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

☐ St Johns Unified District (01-02-01)

- ☐ Sponsor Applications
- Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor**
- ☐ Associated Sites (4)
 - ☐ AOC-Apache County Juvenile Detention Center (21-10-11-001)
 - ☐ Coronado Elementary School (01-02-01-102)
 - ☐ St Johns High School (01-02-01-205)
 - ☐ St Johns Middle School (01-02-01-104)

Hint!

What if I don't see my sites?

- Sometimes all the sites have been “collapsed” under the Sponsor. You must click  in order to show all the sites listed.

☐ Search by CTDS: (Enter as a number with no punctuation)

Select from the index below to list sponsors beginning with that letter, selecting '0-9' will list any sponsors that begin with a number.

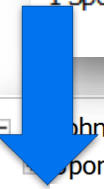
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	0-9	Expand
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	-----	--------

St Johns Unified District (01-02-01)

Sponsor Applications

Associated Sites (4)

Page 1
1 Sponsor Found



St Johns Unified District (01-02-01)

Sponsor Applications

Associated Sites (4)

AOC-Apache County Juvenile Detention Center (21-10-11-001)

Coronado Elementary School (01-02-01-102)

St Johns High School (01-02-01-205)

St Johns Middle School (01-02-01-104)

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

3. Under the field **Associated Sites**, you will see a list of all your sites. Click **Create New Application** under the site name that wishes to participate.

[-] St Johns Unified District (01-02-01)

[-] Sponsor Applications

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

[-] **Associated Sites (4)**

AOC-Apache County Juvenile Detention Center (21-10-11-001)

Create New Application

Coronado Elementary School (01-02-01-102)

Create New Application

St Johns High School (01-02-01-205)

Create New Application

St Johns Middle School (01-02-01-104)

Create New Application

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit.

4. Type directly into all fields and click Submit.

The screenshot shows the 'Site Application' form for the National School Lunch Program (NSLP). The header includes the Arizona Department of Education logo and the program name. The navigation bar shows 'Applications', 'Claims', and 'CNP Overview'. The form title is 'Applications Site Application'. A yellow box contains instructions: 'Complete and Submit this form. The [blue square icon] indicates boxes that must contain information before you click the Submit button. The * indicates Office Use Only.' The form is for 'AOC-Apache County Juvenile Detention Center (21-10-11-001)'. It is divided into two sections: '1a. School Principal / Administrator Contact' and '1b. Site Contact'. Each section has fields for First Name, Last Name, Title, E-Mail Address, Phone, and Fax. The '1a' section is pre-filled with: First Name: Brian, Last Name: Hollembeak, Title: Principal, E-Mail Address: bholem@cd.k12.az.us, Phone: 928 - 337 - 4435 Ext. 1303. The '1b' section is partially filled with: First Name: John, Last Name: Hauser, Title: Food Service Director. At the bottom right, there are four buttons: Save, Submit, Delete, and Cancel.

Arizona Department of Education
Child Nutrition Program
National School Lunch Program - NSLP

Applications Claims CNP Overview You are logged in as 17

Applications
Site Application
You are in NSLP Home > Applications Index > Site Application

Complete and Submit this form.
The [blue square icon] indicates boxes that must contain information before you click the Submit button. The * indicates Office Use Only.

AOC-Apache County Juvenile Detention Center
(21-10-11-001)

1a. School Principal / Administrator Contact

First Name: [blue square icon] Brian
Last Name: [blue square icon] Hollembeak
Title: [blue square icon] Principal
E-Mail Address: [blue square icon] bholem@cd.k12.az.us
Phone: [blue square icon] 928 - 337 - 4435 Ext. 1303
Fax: [blue square icon] - - - Ext. [blue square icon]

1b. Site Contact

First Name: [blue square icon] John
Last Name: [blue square icon] Hauser
Title: [blue square icon] Food Service Director
E-Mail Address: [blue square icon]
Phone: [blue square icon]
Fax: [blue square icon]

Save Submit Delete Cancel

If the LEA operated in NSLP last program year, some of the fields will carryover that information. Please be sure all information entered is accurate for this program year.

When you get to the end of the application, you will have a series of options.

- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields have been updated and are ready for ADE to review.

Submitting Applications

1. Click “Applications” on CNP Web Home Screen
2. Select Program Year
3. Click “Create New Application” under the selected site
4. Answer all fields and submit
- 5. Repeat for all sites**
6. Click “Create New Application” under the Sponsor
7. Answer all fields and submit

5. After clicking submit, the list of Sites will refresh. Click [Create New Application](#) to create another Site application. Repeat this for all sites wishing to participate.

[-] St Johns Unified District (01-02-01)

[-] Sponsor Applications

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

[-] Associated Sites (4)

AOC-Apache County Juvenile Detention Center (21-10-11-001)

Waiting for Sponsor Application

Coronado Elementary School (01-02-01-102)

[Create New Application](#)

St Johns High School (01-02-01-205)

[Create New Application](#)

St Johns Middle School (01-02-01-104)

[Create New Application](#)

Waiting for Sponsor Application

This means that a site application has been created and the user has pressed submit. Ensure all sites are in “Waiting for Sponsor Application” before creating the Sponsor application. The site will be submitted once the Sponsor application is submitted to ADE.

Hint!

Can I save my Site applications and work on them at a later time?

- Yes. Users should click the “Save” button at the bottom of Site application. The application will show a “Pending Submission” status.

[-] Associated Sites (4)

AOC-Apache County Juvenile Detention Center (21-10-11-001)

Pending Submission

- If the status shows “Waiting for Sponsor Application”, the user has submitted the Site application and can no longer make edits. If you have submitted a Site application and still need to make changes, please contact your School Nutrition Programs Specialist.

[-] Associated Sites (4)

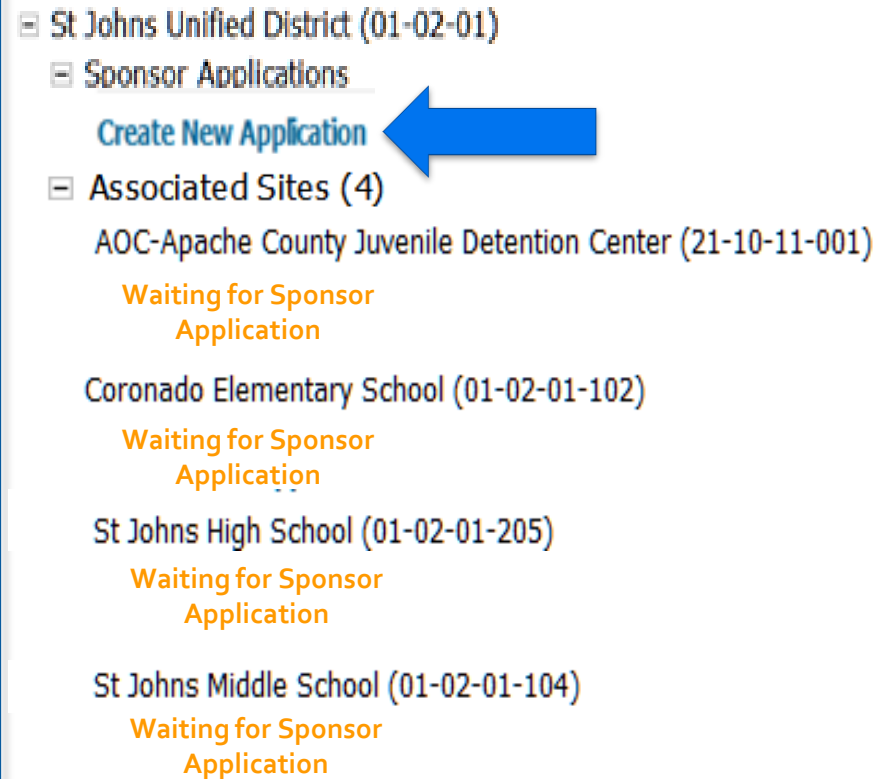
AOC-Apache County Juvenile Detention Center (21-10-11-001)

Waiting for Sponsor
Application

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
- 6. Click "Create New Application" under the Sponsor**
7. Answer all fields and submit

6. Once all Site applications are "Waiting for Sponsor Application", create a Sponsor application by clicking [Create New Application](#) under the Sponsor name.



[-] St Johns Unified District (01-02-01)

- [-] Sponsor Applications
[Create New Application](#)
- [-] Associated Sites (4)
 - AOC-Apache County Juvenile Detention Center (21-10-11-001)
Waiting for Sponsor Application
 - Coronado Elementary School (01-02-01-102)
Waiting for Sponsor Application
 - St Johns High School (01-02-01-205)
Waiting for Sponsor Application
 - St Johns Middle School (01-02-01-104)
Waiting for Sponsor Application

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

7. Type directly into all fields and click Submit.

The screenshot shows the 'Sponsor Application' form for the National School Lunch Program (NSLP) in the Arizona Department of Education's Child Nutrition Program. The form is titled 'Applications' and 'Sponsor Application'. It includes a navigation bar with 'Applications', 'Claims', and 'CNP Overview'. A yellow box contains instructions: 'Complete and submit this form after submitting your site applications to ADE. The [icon] indicates boxes that must contain information before you click the Submit button. The * indicates...'. The form is for 'St. John the Evangelist (10-20-04)' and lists the Program Specialist as Jennifer DiBenedetto. The form is divided into two sections: '1a. District Superintendent Contact' and '1b. School Food Authority Contact'. Each section has fields for First Name, Last Name, Title, E-Mail Address, Phone, and Fax. The '1a' section is partially filled with 'Brian', 'Hollembeak', 'Principal', and a phone number. The '1b' section is partially filled with 'John', 'Hauser', 'Food Service Director', and a phone number. At the bottom right, there are four buttons: 'Save', 'Submit', 'Delete', and 'Cancel'.

Arizona Department of Education
Child Nutrition Program
National School Lunch Program - NSLP

Applications | Claims | CNP Overview | You are logged in as 17

Applications

Sponsor Application

You are in NSLP Home > Applications Index > Sponsor Application

Complete and submit this form after submitting your site applications to ADE.
The [icon] indicates boxes that must contain information before you click the Submit button. The * indicates...

St. John the Evangelist
(10-20-04)
For assistance, contact your Program Specialist. Your Program Specialist is **Jennifer DiBenedetto** Tele...

1a. District Superintendent Contact

First Name: [icon] Brian
Last Name: [icon] Hollembeak
Title: [icon] Principal
E-Mail Address: [icon]
Phone: [icon]
Fax: [] - [] - [] Ext. []

1b. School Food Authority Contact

First Name: [icon] John
Last Name: [icon] Hauser
Title: [icon] Food Service Director
E-Mail Address: [icon]
Phone: [icon]
Fax: [] - [] - [] Ext. []

Save Submit Delete Cancel

If the LEA operated in NSLP last program year, some of the fields will carryover that information. Please be sure all information entered is accurate for this program year.

When you get to the end of the application, you will have a series of options.

- Click **Save** if you wish to save what has been updated and want to access it later
- Click **Submit** if all fields have been updated and are ready for ADE to review.

Success!

You have successfully submitted Site and Sponsor applications in CNP Web.
A new webpage will load. Your statuses should match below.

- [-] St Johns Unified District (01-02-01)
 - [-] Sponsor Applications (1)
 - Submitted to ADE
 - [-] Associated Sites (4)
 - AOC-Apache County Juvenile Detention Center (21-10-11-001)
 - Not-Reviewed
 - Coronado Elementary School (01-02-01-102)
 - Not-Reviewed
 - St Johns High School (01-02-01-205)
 - Not-Reviewed
 - St Johns Middle School (01-02-01-104)
 - Not-Reviewed

Submitted to ADE

This means the Sponsor application has been submitted to ADE.

Not-Reviewed

This means all site applications have been submitted to ADE.

Comprehension Check

True or False:

You must first submit your Sponsor application, then all of your site applications.

- A. True
- B. False



Comprehension Check

True or False:

You must first submit your Sponsor application, then all of your Site applications.

A. True

B. False

You must first submit all of your Site applications first. Once your Site applications are in “Not Reviewed” status, you will want to complete and submit the Sponsor application. If you submit the Sponsor application first, site applications cannot be submitted. ADE will need to reject your Sponsor application so that you can correctly complete the steps in slides 30-36.



Checklist Items

Checklist Items

☐ Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	August 2014	View Checklist

Some LEAs may need to submit items to ADE. Potential Checklist Items could be:

- Catering Contract
- Food Service Management Company Contract
- 501C3
- Customized Household application

[View Checklist](#)

Click this button to find out if you have any additional documents to complete and submit to ADE-Health & Nutrition. Your application will not be approved until all documents are received by ADE.

Checklist Items

Once all checklist items (if any) have been submitted and approved by ADE, the checklist items will be checked off in CNP Web.

St Johns Unified District (01-02-01)			2015 Program Year Application Revision 2 Approved		
Sponsor Checklist Item	Received / Recorded on:		Approved / Effective as of:		
	✓	Date By	✓	Date By	
St Johns Unified District (01-02-01)					
Food Program Permanent Service Agreement (PY 2015 or later)	✓	09/09/2014 Walter Jacobson	✓	09/02/2014 Walter Jacobson	

Success!

Site and Sponsor applications are now approved in CNP Web.

A new webpage will load. Your statuses should match below.

[-] St Johns Unified District (01-02-01)

[-] Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor applications.

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	August 2014	View Checklist

[Create New Application](#)

[-] Associated Sites (4)

AOC-Apache County Juvenile Detention Center (21-10-11-001)

Action	Revision	Status	Effective Date
View	Original	Approved	August 2014

[Create New Application](#)

Coronado Elementary School (01-02-01-102)

Action	Revision	Status	Effective Date
View	Original	Approved	August 2014

[Create New Application](#)

St Johns High School (01-02-01-205)

Action	Revision	Status	Effective Date
View	Original	Approved	August 2014

Approved

This means the Sponsor and Site applications have been approved by ADE.